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## ARTICLE IX

### Education and Training

#### Sec. 3-9-10. Tuition assistance.

A. The County will reimburse an employee for some tuition expenses and lab fees for job-related courses or courses mandated for a job-related degree that have been approved in advance. This does not include books, charges for testing out of a class and most associated fees. There is a limit to the amount an employee can be reimbursed each quarter or semester. The employee can contact the Department of Human Resources for the current limit. Funds for this program are limited to the amount budgeted each year by the Board of County Commissioners. Therefore, requests will be considered with priority given to the earliest date received by the Department of Human Resources. Requests must be approved in advance to commit funds for an employee.

B. For an employee to receive such reimbursement, the following conditions must be met:

1. The employee must be a regular full-time or regular part-time employee and must have successfully completed the first six (6) months of the employee's initial review period.

2. The employee must have an approved *Tuition Assistance Request* form prior to enrollment. (Forms are available in the Department of Human Resources.)

3. Termination of employment will cause the employee to forfeit the rights to this assistance.

4. Books, supplies and miscellaneous fees are not covered.

5. The employee must complete the course successfully or, if letter grades are given, with a "C" grade or better.

C. To receive payment, an employee must present the Department of Human Resources with a canceled check or a receipt showing the amount of tuition paid, a grade slip proving successful completion and a copy of the approved *Tuition Assistance Request* form.

D. Should the class attended by the employee be scheduled during normal work hours, it will be at the discretion of the department head or elected official whether time off from work with pay is allowed. In all cases, any time taken off by the employee must be made up weekly or be charged as unpaid leave. (Weld County Code Ordinance 2003-4; Weld County Code Ordinance 2007-4; Weld County Code Ordinance 2010-8)

**Sec. 3-9-20. Seminars and conferences.**

A. If an employee is requested by the County to attend a workshop, seminar, conference or other educational training program, the employee will be reimbursed for the entire cost which includes registration fees, lodging, meals and transportation. Claims for reimbursement should be made in accordance with the policies outlined in Chapter 5, Article IV of this Code.

B. Compensatory time while attending or traveling to a workshop, seminar, conference or other educational training program will be paid according to federal regulations. In the event a department has insufficient budgeted dollars for certain seminars or conferences, the employee and department may negotiate a sharing of the cost of the seminar or conference if agreeable to both the employee and department head or elected official. (Weld County Code Ordinance 2003-4)

**Sec. 3-9-30. Academic activity leave.**

A. In accordance with the Colorado "Parental Involvement in K-12 Education Act," Section 8-13.3-101, et seq., C.R.S., full time "nonsupervisory" and/or "nonexecutive" employees are allowed up to six (6) hours per month (to a maximum of eighteen [18] hours in an academic year) of accrued vacation or personal leave to participate in "academic activities." To be eligible, the employee must be the parent or legal guardian of a child enrolled in a public or private school or in a nonpublic home-based educational program pursuant to Section 22-33-104.5, C.R.S., in Colorado in any grade from kindergarten through 12<sup>th</sup> grade. The term "academic year" means the period, not to exceed twelve (12) consecutive months, allotted by a school for the completion of one (1) grade level of study. The term "academic activity" means the following meetings or conferences regarding the employee's child or any child for whom the employee has primary legal responsibility:

1. A parent-teacher conference; or

2. A meeting related to: special education services, as defined in Section 22-20-103, C.R.S.; response to intervention, as defined in Section 22-2-133(4)(b), C.R.S.; dropout prevention; attendance; truancy; or disciplinary issues.

B. Academic activity leave must be taken in no longer than three-hour increments. The employee must provide at least one (1) week advance notice of the activity prior to the leave being taken. The County may require that the notice be accompanied by written verification from the school of the academic activity.

C. The County may deny leave requests in cases of emergency or other situations that may endanger a person's health, safety or in a situation where the absence of the employee would result in a halt of service or production. (Weld County Code Ordinance 2010-8)